

CONFIDENTIAL

ODP Plan

ILLEGIB

Normal hours of operation 0800-1730

ODP-81-1615
23 December 1981

MEMORANDUM FOR: Deputy Director, Processing, ODP
Deputy Director, Applications, ODP
Chief, Management Staff, ODP
Executive Officer, ODP - 6p
Chief, Administrative Staff, ODP

FROM:
Security Officer, ODP

SUBJECT: Secure Voice Instrument Security

1. Headquarters Telephone Service, directs that a telephone (Secure Voice Network) instrument must be checked at close of business to ensure that the line has been deactivated. This should become part of the daily security check procedure.

2. If it is determined that an activated secure voice instrument has been left unattended or left in the custody of an inadequately cleared person (e.g. summer employee) a security violation may be charged. All personnel assigned to offices with extensions cleared for access must hold a valid SI approval.

3. telephones in Headquarters are automatically activated and deactivated to coincide with individual office hours Monday through Friday. To ensure that the times of activation and deactivation in each area coincide with office hours in your office areas, please provide the time frame for normal work days that will ensure that an appropriately cleared person is available to monitor the activated instruments. In addition, provide the extension number, room number and building where the instrument is located.

4. A phone can be activated after or before the normal hours of activation. Instructions for after hour activation are on page 20 in the green section of the CIA Telephone Directory.

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5. The information you provide as requested in paragraph 3, above, will be coordinated with the Office of Communications.

